

# 2009 CSAC GPA Submission Training

- To hear the audio portion of this training please dial-in to the telephone conference line:

**(888) 886-3951**

**CCCConfer Passcode: 435212**

- HAVING PROBLEMS?

CCC Confer Client Services is available

Mon - Fri between 8:00 am - 4:00 pm

**760-744-1150 ext 1537 or 1554**

or email [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)

# **2009 CSAC GPA Submission Training**

## **PRESENTED BY:**

School Support Services Branch  
California Student Aid Commission  
E-Mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)  
(888) 294-0153 – Option 3

## **Assisted By:**

CSAC Helper 1  
CSAC Helper 2

# **2009 CSAC GPA Submission Training**

- **Our thanks to the California Community College Chancellor's Office for allowing us to use CCCConfer, their on-line webinar system!**
- **This session will be archived for future access from the CCC Confer website (available for 90 days): [www.cccconfer.org](http://www.cccconfer.org) – Click on Archives tab**
- **A FAQ sheet from today's chat questions will be e-mailed to all registered participants.**

# Establishing a WebGrants Account

## Who to Contact:

- Contact the CSAC Technology Help Desk
  - (888) 294-0148
  - [csachelpdesk@csac.ca.gov](mailto:csachelpdesk@csac.ca.gov)
- Retrieve the WebGrants access request forms from the CSAC website
  - [www.csac.ca.gov](http://www.csac.ca.gov)
- To access the WebGrants Home Page
  - <https://webgrants.csac.ca.gov>

# Retrieving the CSAC WebGrants Access Forms

- Retrieve the WebGrants High School access request forms from the CSAC website:
- [www.csac.ca.gov](http://www.csac.ca.gov)
  - Schools
  - High Schools
  - WebGrants

GOVERNOR  
SCHWARZENEGGER

[Visit his Website](#)



Free cash for college

**Cal Grant**  
what we like to call free money  
[calgrants.org](http://calgrants.org)

## QUICK HITS

- [WebGrants for Students](#)
- [Cal Grant GPA Forms](#)
- [Chafee Grants for Foster Youth](#)
- [Frequently Asked Questions](#)
- [Is it a free scholarship? Or a scam?](#)
- [Student Identity Theft](#)
- [Student Expense Budgets](#)
- [Income and Asset Ceilings](#)
- [Search for Cal Grant Eligible school](#)

## HIGHLIGHTS

- [Robert C. Byrd](#)
- [Financial Aid Programs](#)
- [Getting Started](#)
- [Cal Grants](#)
- [Institutional Participation Agreement — IPA](#)
- [Proposed Regulations](#)
- [Reports](#)
- [Appeals](#)
- [Links](#)
- [Contact Us](#)

## Welcome



The California Student Aid Commission is committed to our mission to make education beyond high school financially accessible to all Californians.

Whether you're planning to go to college or get career training, there's money available to help you pay for it. Here you'll learn about Cal Grants and other student aid programs, their requirements and how to apply for them. Higher education is a smart investment and can open doors to a variety of career paths. We're here to help you build a brighter future.

## Executive Director's Update

- [Fast Blast — our online newsletter](#)
- [Cal Grant Program Manual revision underway—schools are invited to provide input](#)

Amber Alert: Save a Child



Flex Your Power



90 Days of Hope



## Schools

**If you're a school staff member and you're looking for information and assistance on the topic of financial aid, this is the site for you.**

- > [2008 CSAC Meeting Schedule](#) - Please note all meetings are subject to change
- > [2007 CSAC Meeting Schedule](#) - Please note all meetings are subject to change.
- > [Colleges](#) - Information for Financial Aid Administrators
- > [Community Colleges](#) - Student Services Staff
- > [High Schools](#) - Information for Counselors

## High Schools

### Information for Counselors

The following links provide information for High School Counselors and staff who assist with preparing students for college.

For information about the recent High School Counselor Workshops, select from the list below.

- » [GPA Verification Information](#) - Operations memo, and FAQ's
- » [Training](#) - Opportunities for High School Counselors and Administrators
- » [Financial Aid Programs](#) - Federal, State, Campus, and Other Sources of Financial Aid
- » [Application Process](#) -
- » [Publications](#) - List of Available Commission Publications
- » [WebGrants](#) - High School Online Access to GPA Upload and School of Origin Reports

## WebGrants

### High School Online Access to GPA Upload and School of Origin Reports

WebGrants is the California Student Aid Commission's (Commission) Internet-based access for Cal Grant grade point average (GPA) submission for high schools. It provides a high school with the ability to upload Cal Grant GPA data, access reports and use online services. It specifically allows high schools to:

- Upload student GPA data files for consideration in the Cal Grant A, B, and C Programs
- Search, retrieve and edit records from the GPA data files
- Access and download Commission policy memos and bulletins
- Print School of Origin Reports anytime
- Use High School GPA collection tools

**Advantages** - There are many advantages and benefits for submitting high school GPAs online via WebGrants. This Web-based technology allows users 24-hour access to GPA information. WebGrants eliminates the need for desktop software, allowing instant uploads of GPA files in real time. With the ability to search, retrieve and edit records from the GPA table, users will find WebGrants to be a very helpful tool in submitting GPAs. Through the online GPA function, GPAs are certified electronically, thus eliminating the need to fax or mail a GPA Verification Form. All of this will make it easier for your students to meet the March 2nd Cal Grant deadline.

**Security** - Security concerns are very important to the Commission. The Commission has taken many precautions to assure that all transmissions are secure and the data is protected from unauthorized access. The system's design provides security features such as confidential individual user password access and secure firewalls to protect data and restrict unauthorized access. In addition, encrypted transmission of GPA data files and system generated audit trails monitor navigation and data transmission.

For more information about how to sign up for WebGrants, call the Commission's Help Desk at (888) 294-0148.

-> [CCC Confer Home Page](#) - Electronic GPA Upload Training

-> [Request for System Administrator Access](#) - System Administrator Access Form

-> [Request for Security Agreement](#) - Security and Confidentiality Agreement Form

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

Print Form

## Grant Delivery System (GDS) - WebGrants High School System Administrator's Access Request Form



*A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.*

### I. High School Section

High School Name			
High School Address	City	State	Zip Code
College Board Code	CDS Code		
WASC Accreditation Code (or other eligible regional accreditation code)	Accreditation Association Contact Information (if other than WASC)		

### II. Personal Information Section (to be completed by person requesting access)

Name (Last, First, Middle Initial)
Special Identifier (Check only one; limited to nine alpha-numeric characters maximum)

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

## High School Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement

*A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any Institution accessing the GDS – WebGrants System.*



<b>High School Name</b>	<b>College Board Code</b>		
<b>Western Association of Schools &amp; Colleges (WASC) Code</b> (or other Eligible Regional Association Code)	<b>CDS Code</b>		
<b>High School Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

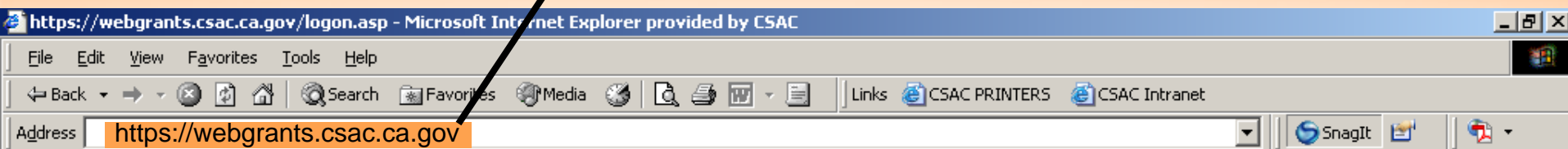
The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.

# Access to WebGrants

- Once your System Administrator's Access form and your Information Security and Confidentiality Agreement are submitted and processed, our CSAC Help desk will e-mail your User ID and Password to you.
- CSAC requires the actual signed forms, faxes not accepted.
- At that time you will be able to access WebGrants

# https://webgrants.csac.ca.gov



## California Student Aid Commission WebGrants System



Welcome!

[Help With Your Account](#)

### Please sign in

Please enter your user name, password.

**Authorized Use Only**

User Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Sign-in"/>	

### Need to create an account?



### For a School Administrator Account:

Please call 1-916-526-8989 or 1-888-294-0148  
or [E-mail CSAC Support](#)

- ◆ **For a User Account:**  
Contact your School Administrator
- ◆ **For Browser Versions or Monitor Screen Area Settings:**  
[Help With Your Account](#)
- ◆ **Apple/Mac Computers:**  
Results may be unpredictable

**UNAUTHORIZED ACCESS TO THIS STATE OF CALIFORNIA COMPUTER SYSTEM AND SOFTWARE IS PROHIBITED BY CALIFORNIA PENAL CODE 502 AND PUBLIC LAW 99-474, TITLE 18, UNITED STATES CODE.**

This system is to be accessed by authorized users only. If you, or any individual, use this computer system without authority or in excess of your authority, you are subject to disciplinary action. System personnel routinely monitor our computer system and account activities for improper uses. Anyone using this system expressly consents to such monitoring. If it reveals possible criminal activity, system personnel may provide the evidence from such monitoring to law enforcement officials.

# Why use WebGrants to submit GPA's?

- GPA's can be uploaded by batches or individual records
- WebGrants has built-in edits to catch errors
- Confirmation of receipt of records
- Access to GPA Summary and School of Origin Reports
- More secure than US Mail

# How do you access the User Guides in WebGrants?

## Use the Help link in the upper, right-hand corner.

File Edit View Favorites Tools Help


Back Forward Stop Search Favorites Media Links CSAC PRINTERS CSAC Intranet

Address <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99> SnagIt

**California Student Aid Commission WebGrants System**


[Home](#) [Tools](#) [Help](#) [Sign Out](#)

[GPA](#) [Data Transfer](#) [User Administration](#)

 **Welcome! HSMaster**  
**To the WebGrants System**

Please contact your School's System Administrator if you need access to additional screens.

Options	Account Information
<a href="#">GPA</a>	<a href="#">View Your Account Details</a>
<a href="#">Data Transfer</a>	<a href="#">Help With Your Account</a>

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# WebGrants Help Menu

## Help Center

### General Information

- ◆ [Changing Your Password](#)
- ◆ [Preparing GPA files for upload to the California Student Aid Commission](#)
- ◆ [Help with your Account](#)

### Publications

- ◆ [Operation Memos and Alerts](#)
- ◆ [Production Schedule](#)

### User Guides

- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [GPA Screens](#) (Revised June 17, 2004)
- ◆ [School Information Screens for High Schools](#) (Revised June 17, 2004)
- ◆ [Data Transfer Screens for High Schools](#) (Revised December 15, 2004)
- ◆ [User Administration for High Schools](#) (Revised April 23, 2004)

### File Specifications

- ◆ [GPA](#)

# How to Calculate Cal Grant GPA's

How to calculate GPA's for High School Seniors:

- Base GPA only on courses taken during Sophomore and Junior years (including any Summer courses taken for Sophomore and Junior years). NEVER include grades from P.E., ROTC, or remedial courses (use your school's own definition of remedial). Failing grades not retaken prior to the students Senior year must be included.
- Calculate the GPA's based on a maximum 4.00 scale (anything over a 4.00 will reject).

# How to Calculate Cal Grant GPA's Cont.

For high school graduates include their senior year grades as well.

To calculate a college GPA, go to:

<http://www.csac.ca.gov/doc.asp?id=1177>

Look for:

“Cal Grant GPA Calculation Instructions”

# Best Practice Topics

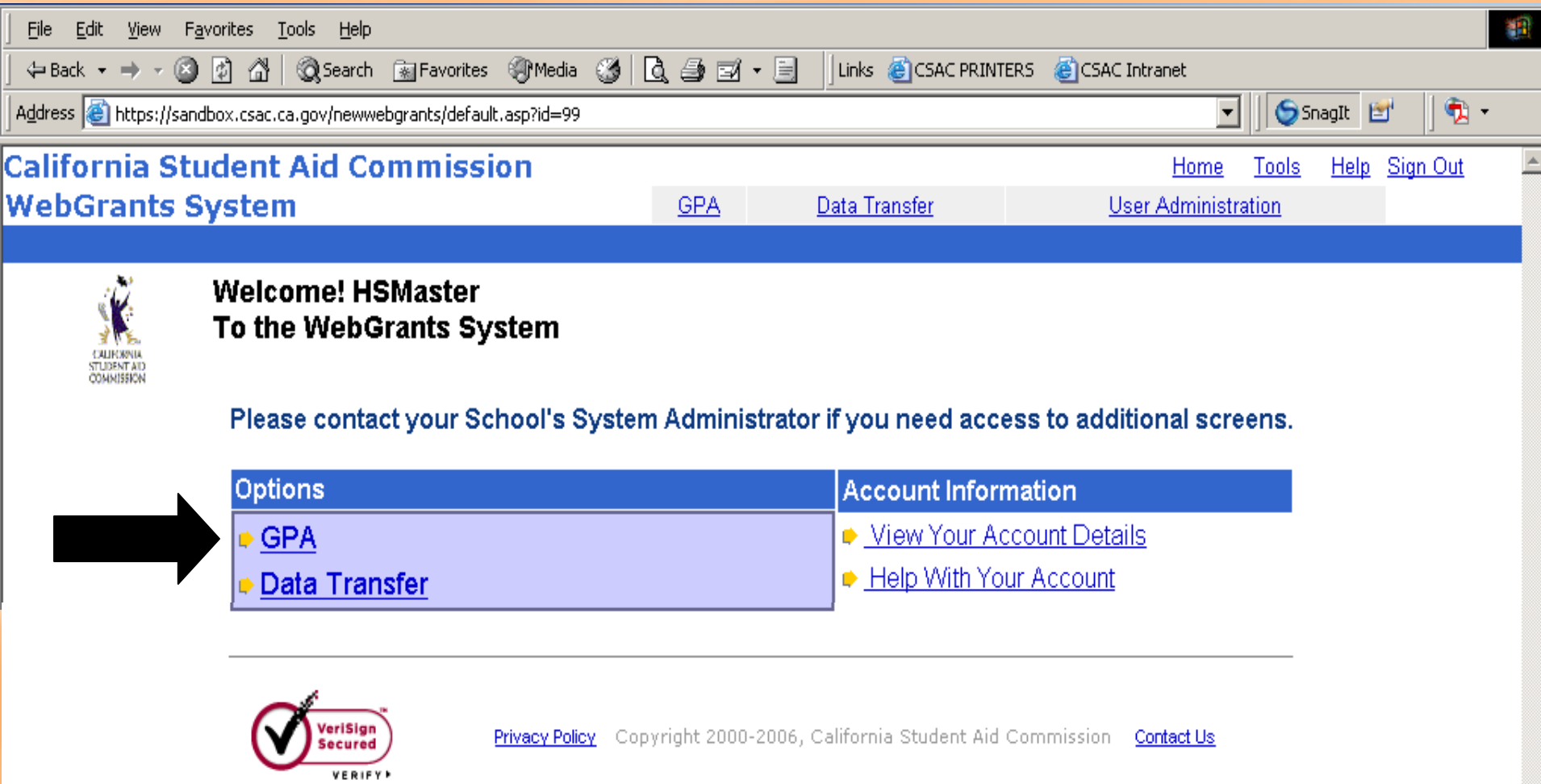
1. DON'T WAIT! (GPA's can be uploaded right now)
2. Establish a WebGrants account.
3. Know how to access the WebGrants User Guides on the GPA upload process.
4. Use the "Add GPA's" screen for a small batch of GPA records (ex. less than 100).
5. Upload a GPA data file in .txt format if you have a lot of GPA records (more than 100).
6. Use WebGrants reports to see the status of your submitted GPA records.

Only have a small number of  
students?

Add their GPA's individually.

# Uploading GPA's by individual record.

## “Click GPA”



The screenshot shows a web browser window with the address <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99>. The page title is "California Student Aid Commission WebGrants System". The navigation bar includes links for "Home", "Tools", "Help", and "Sign Out". Below the navigation bar, there are three tabs: "GPA", "Data Transfer", and "User Administration". The main content area displays a welcome message: "Welcome! HSMaster To the WebGrants System". Below this, a message states: "Please contact your School's System Administrator if you need access to additional screens." A large black arrow points to the "GPA" link in the "Options" menu. The "Options" menu is expanded, showing "GPA" and "Data Transfer" links. The "Account Information" menu is also visible, showing "View Your Account Details" and "Help With Your Account" links. At the bottom of the page, there is a "VeriSign Secured" logo and a "Privacy Policy" link.

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media Print Mail Links CSAC PRINTERS CSAC Intranet

Address <https://sandbox.csac.ca.gov/newwebgrants/default.asp?id=99> SnagIt

**California Student Aid Commission WebGrants System**


[Home](#) [Tools](#) [Help](#) [Sign Out](#)

[GPA](#) [Data Transfer](#) [User Administration](#)

 **Welcome! HSMaster To the WebGrants System**

Please contact your School's System Administrator if you need access to additional screens.

Options	Account Information
<a href="#">GPA</a>	<a href="#">View Your Account Details</a>
<a href="#">Data Transfer</a>	<a href="#">Help With Your Account</a>

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# Uploading GPA's by individual record.

## Click "Add GPA's"

Webgrants Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/Common/default.aspx?id=2

Most Visited CSAC Printers CSAC WebVPN Services California Student Aid... Sendio I.C.E. Webgrants Logon Dictionary.com IFAP - Information fo... CSAC Home Page YouTube - CaStudent...

California Student Aid Commission - Cal... Webgrants Main Menu California Student Aid Commission

California Student Aid Commission (Instance = SAPRD)

WebGrants System

Enrollment **GPA** Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant User Administration Accounting

Home Tools Help Sign Out

The Commission is now accepting GPAs for the 2009-10 award year. The deadline for submission is March 2, 2009. Please contact School Support at (888) 294-0153 if you require assistance.

**GPA**

- Upload GPAs
- File Upload Status
- Add GPAs**
- Change/View GPAs
- Add Test Scores
- View/Change Test Scores
- High School Graduate Verification



# Uploading GPA's by individual record

https://sandbox.csac.ca.gov/newwebgrants/GPA/PerjuryWarning.asp?mode=addrecords&id=203 - Microsoft Internet Explorer provided b

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Links CSAC PRINTERS CSAC Intranet

Address https://sandbox.csac.ca.gov/newwebgrants/GPA/PerjuryWarning.asp?mode=addrecords&id=203

SnagIt

## California Student Aid Commission WebGrants System

Home Tools Help Sign Out

**GPA** Data Transfer User Administration

GPA Main Upload GPAs File Upload Status Add GPAs Change/View GPAs

### GPA Certification

Please review the GPA Certification Agreement. If you agree to the terms and conditions click ACCEPT to continue.

To Submit GPA's, you must certify that you are an authorized school official and that the reported GPA's:

- 1) are correct and are accurately reported to the best of your knowledge under penalty of perjury, and
- 2) are subject to review by the Commission or its designee.

Accept Decline

VeriSign Secured VERIFY

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# Uploading GPA's by individual record

Firefox browser window showing the "Add / Edit GPA Records" page. The address bar shows the URL. The page title is "California Student Aid Commission (Instance = SAPRD) WebGrants System". The navigation menu includes links for Enrollment, GPA, Student Info, School Info, Table Edit, Roster/Reconciliation, Data Transfer, Chafee Grant, User Administration, and Accounting. The main content area displays the "Add GPA Records" section.

**Add GPA Records**

- Click on **GO** or **Enter**
- Enter information
- Print this page before
- Click **Submit GPAs to CSAC** (GPA's will be updated at CSAC when this step is completed)

Academic Year = 2009-2010

Please Enter the Number of New Records to Add 10 **GO!**

☐ Override All



# Uploading GPA's by individual record

Firefox browser window showing the URL: <https://webgrants.csac.ca.gov/GPA/AddEditGPARecords.aspx?mode=new&id=203>

Navigation links: Home, Tools, Help, Sign Out

System Name: California Student Aid Commission (Instance = SAPRD) WebGrants System

Menu items: Enrollment, GPA, Student Info, School Info, Table Edit, Roster/Reconciliation, Data Transfer, Chafee Grant

Footer links: GPA Upload GPAs, File Upload, Status Add GPAs, Change/View GPAs, Add Test Scores, View/Change Test Scores, High School Graduate Verification

## Add GPA Records

- Click on **GO** or **Enter**
- Enter information
- Print this page before submitting the GPA records to CSAC
- Click **Submit GPAs to CSAC** (GPAs will only be updated at CSAC when this step is completed)

Academic Year = 2008-2009

Please Enter the Number of New Records to Add  **GO!**

☐ Override All

Submit GPAs to CSAC

Row #	SSN	GPA	School Code	HS GPA Flag	Grad Date (mm/yyyy)	SP School Code	RE	C2	CC	Override
1	123456789	325	051049	Y	062009	051049	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			051049				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			051049				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit GPAs to CSAC



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Revision: 18 Date: 4/29/2008 11:06:19 AM

# TIP

- When adding GPA's individually, only add about 10 at a time. The WebGrants system does time out, so if the system times out before you "Submit" the GPA's, they will not be saved.

Have a lot of GPA records to  
submit?

Use the GPA Upload Process.

# WebGrants GPA File Layout

*Data File Layout Specifications*

**GPA Upload**

## ■ GPA - Text File Specification

FieldName	Length	Type	Position	Comments
SSN	9	Numeric	1-9	Required
Blank	1	Filler	10	Blank
GPA	3	Numeric	11-13	Required
Blank	1	Filler	14	Blank
School Code	6	Numeric	15-20	Required
Blank	1	Filler	21	Blank
High School GPA Flag	1	Alpha	22	Required
Blank	1	Filler	23	Blank
HS Grad Date	6	Numeric	24-29	Required
Blank	1	Filler	30	Blank
SP School Code	6	Numeric	31-36	Required

Microsoft Excel - GPA2006.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF



Arial

11

**B**

*I*

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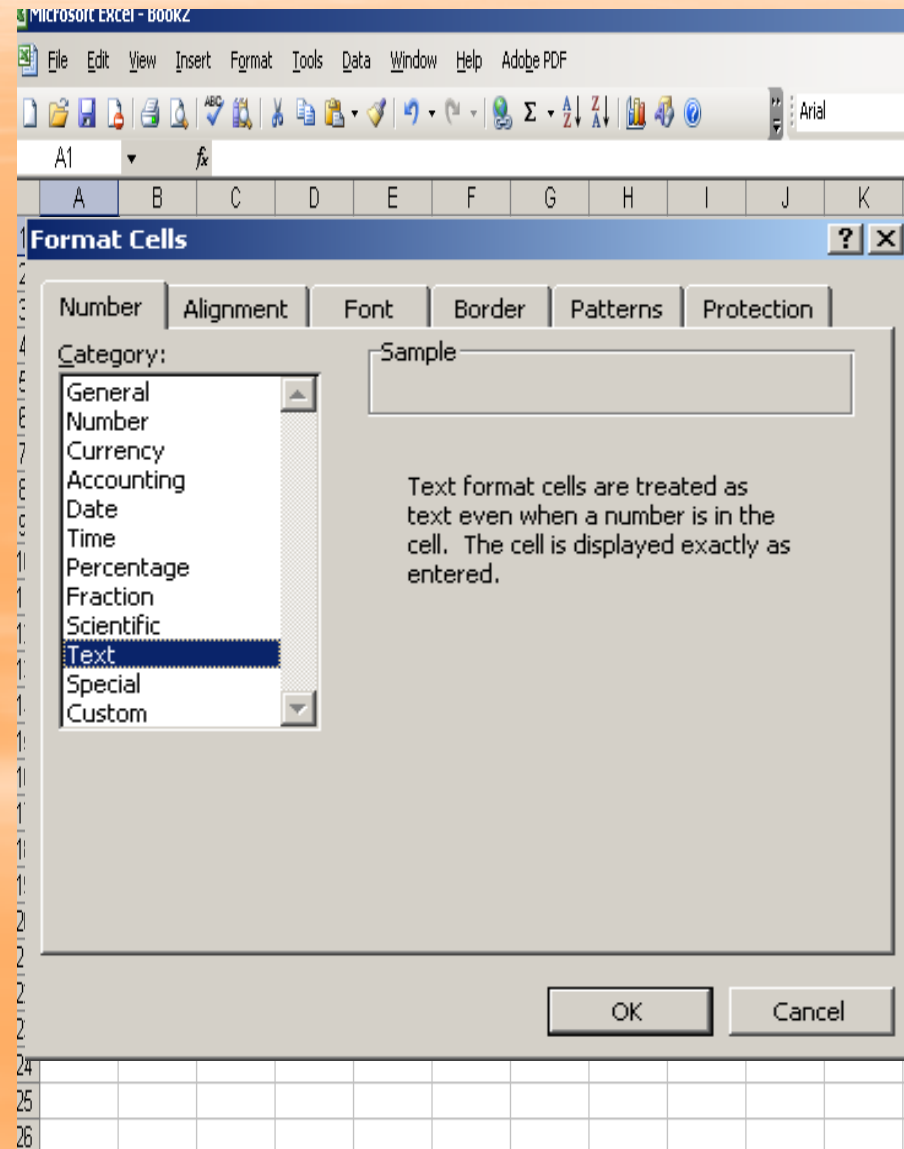
G15

*fx*

	A	B	C	D	E	F	G	H
1								
2	Name	Homeroom	SSN	GPA	School Code	HS GPA	Grad Date	Spring School Code
3	Cortez, Maria	Mathews		400			062006	
4	Smith, John	Mathews		321			062006	
5	Vandever, Clay	Holst		297			062006	
6								
7								
8								
9								
10								
11								
12								
13								
14								

# GPA Upload

- If you will be using Excel to create your GPA file, you should first format your cells to a text format. To do this:
  - First click on the corner cell next to “1” and “A”
  - Then click on “Format”
  - Then select “Cells”
  - Finally choose “Text” located in the Number Tab



You might start with an Excel GPA file that looks something like this:

[illegible]

The “Header” row or title row for each section is not needed and should be deleted.

[illegible]

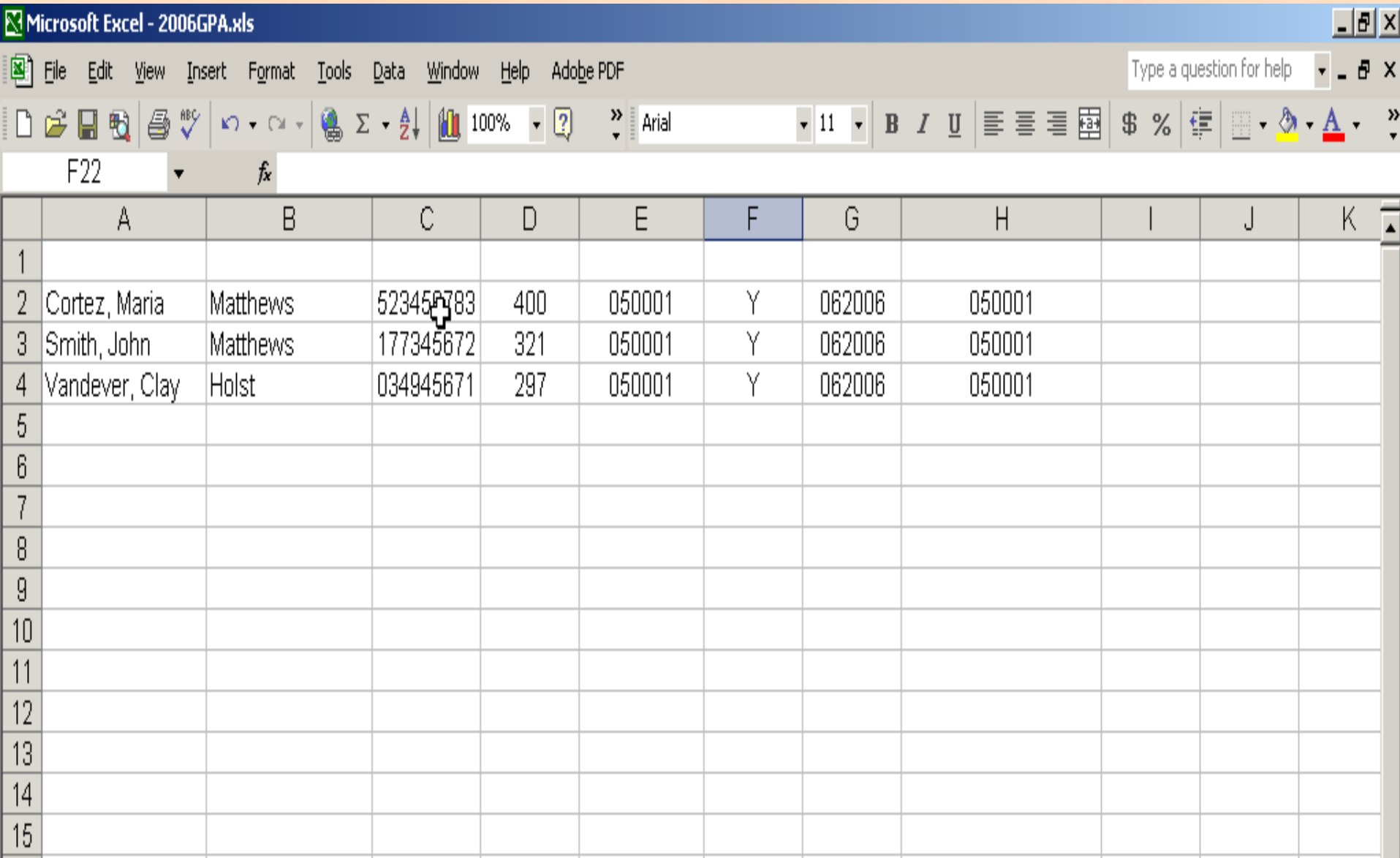
After selecting the entire row, RIGHT CLICK on your mouse and select Delete to delete the row

The screenshot shows the Microsoft Excel 2006 interface. The 'Edit' menu is open, displaying various options. The 'Delete' option is highlighted, and a mouse cursor is pointing at it. The background shows a spreadsheet with columns labeled C through K and rows 1 through 15. The data in the spreadsheet is as follows:

	C	D	E	F	G	H	I	J	K
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

The 'Edit' menu options are: Can't Undo (Ctrl+Z), Redo Delete (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Office Clipboard..., Paste (Ctrl+V), Paste Special..., Paste as Hyperlink, Fill, Clear, Delete (highlighted), Delete Sheet, Move or Copy Sheet..., Find... (Ctrl+F), and Replace... (Ctrl+H).

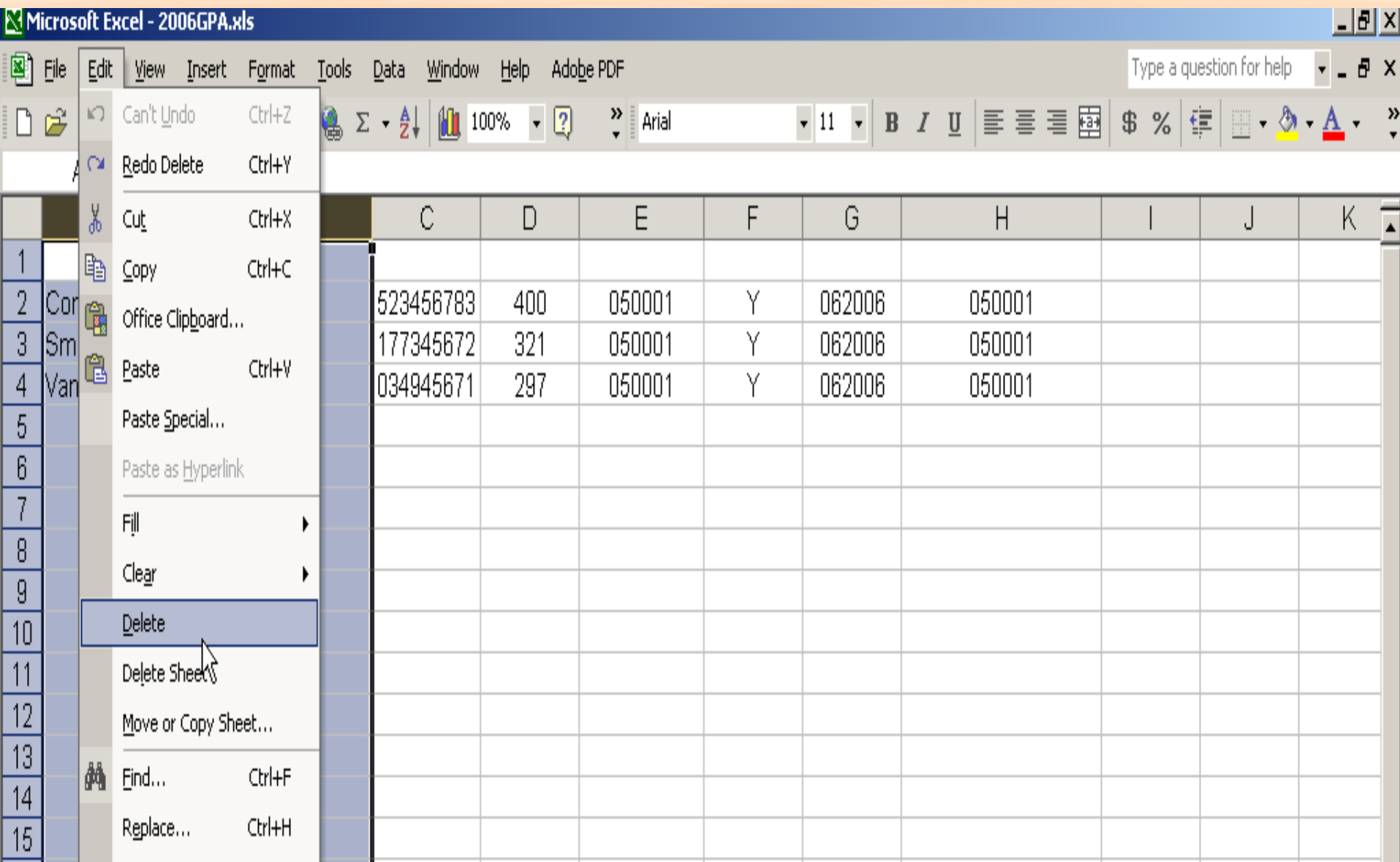
Now the row is gone...but what else is wrong?



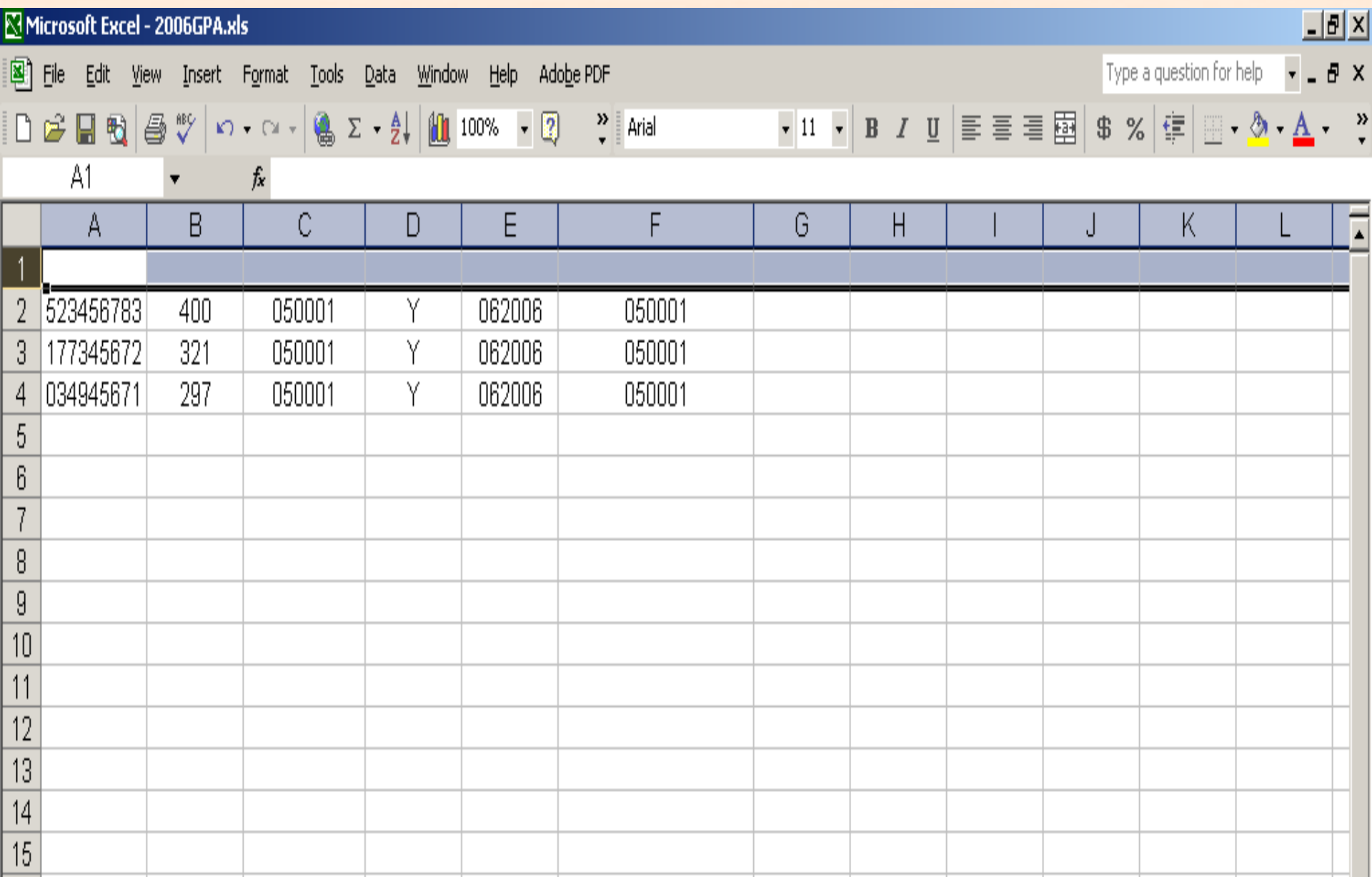
We don't need the student's name or Homeroom teacher's name. This will also need to be deleted.

[illegible]

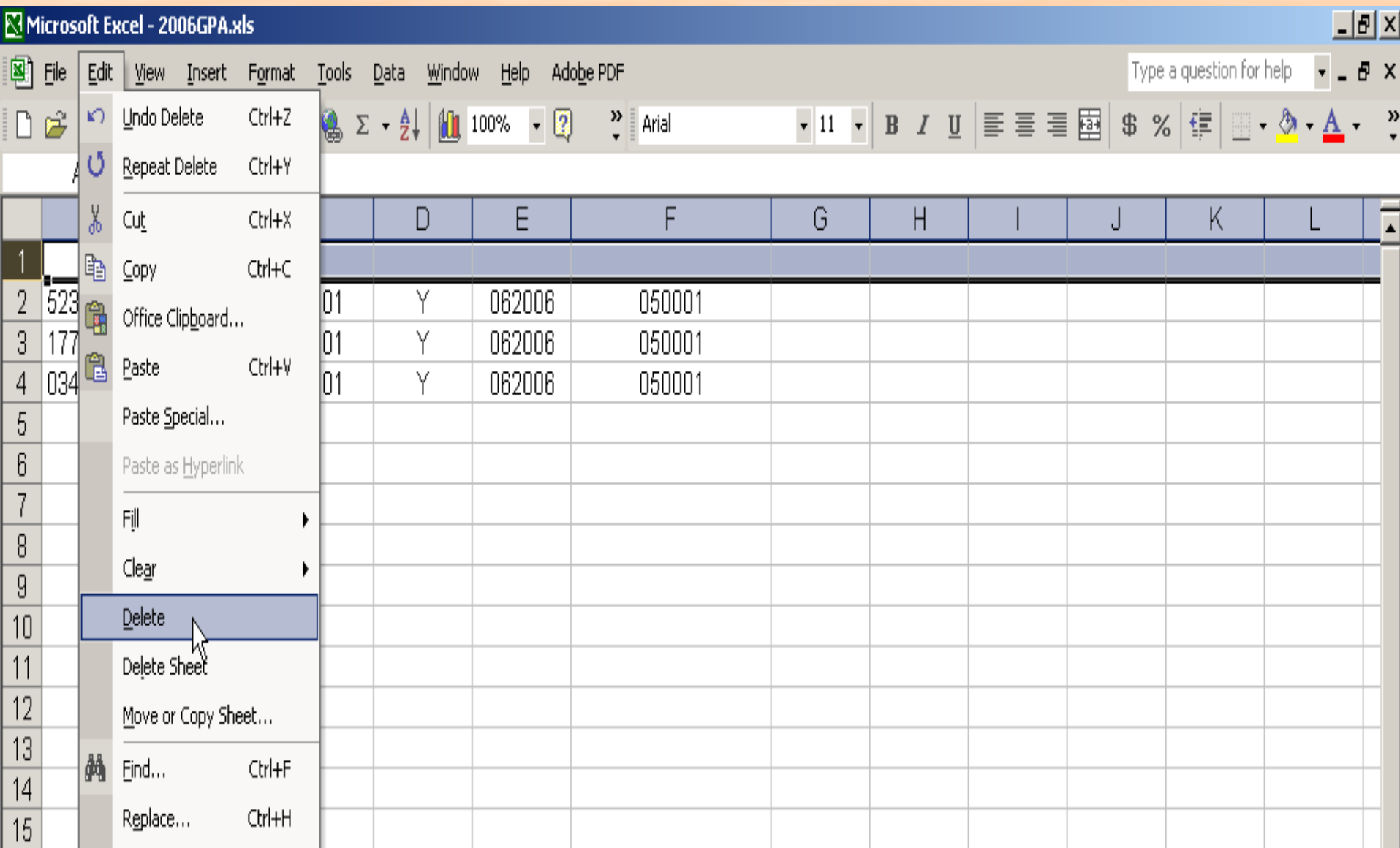
Same as before, highlight the columns and then RIGHT CLICK to delete them.



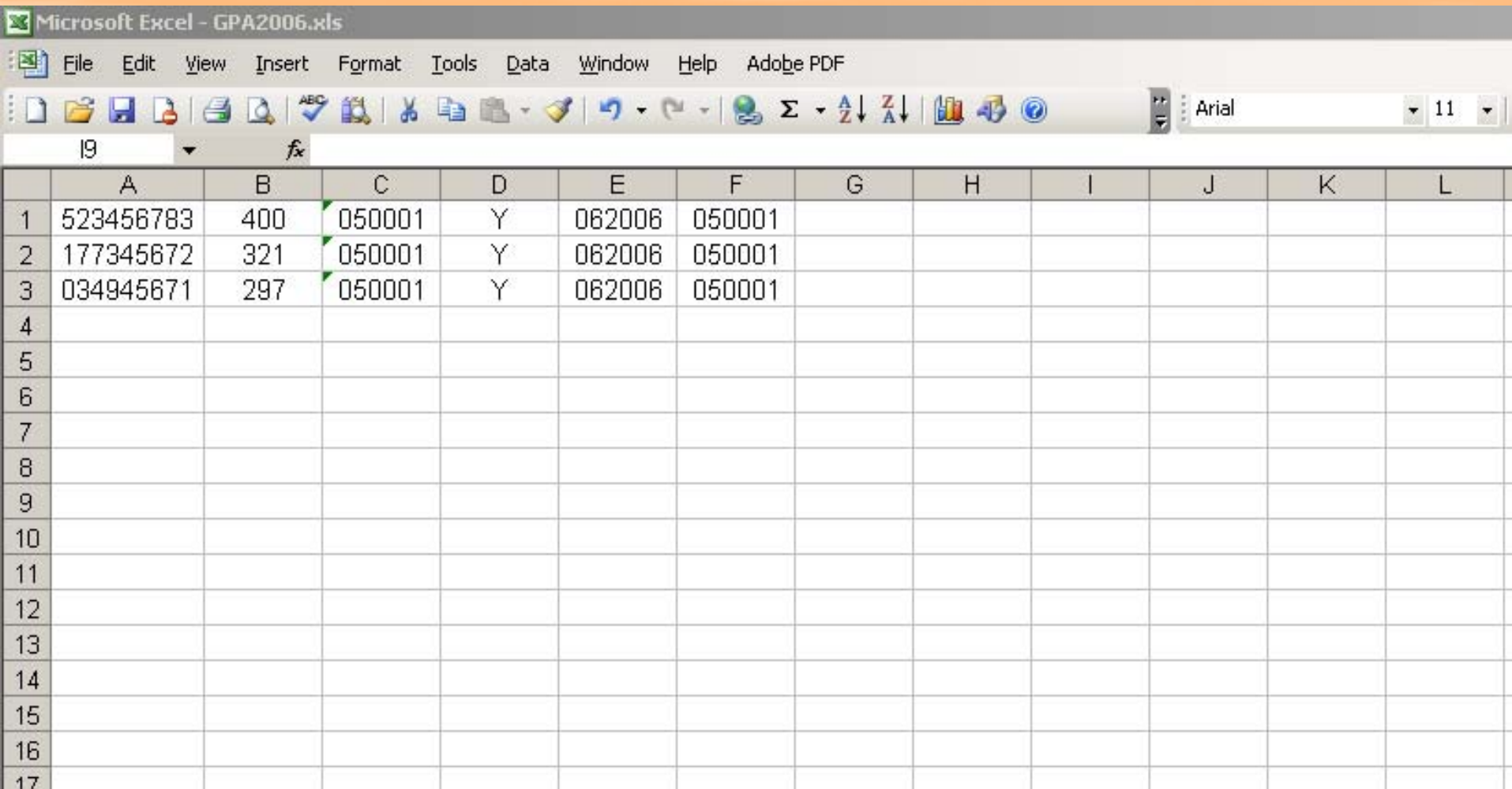
Anything else? (\*hint: it's already highlighted!)



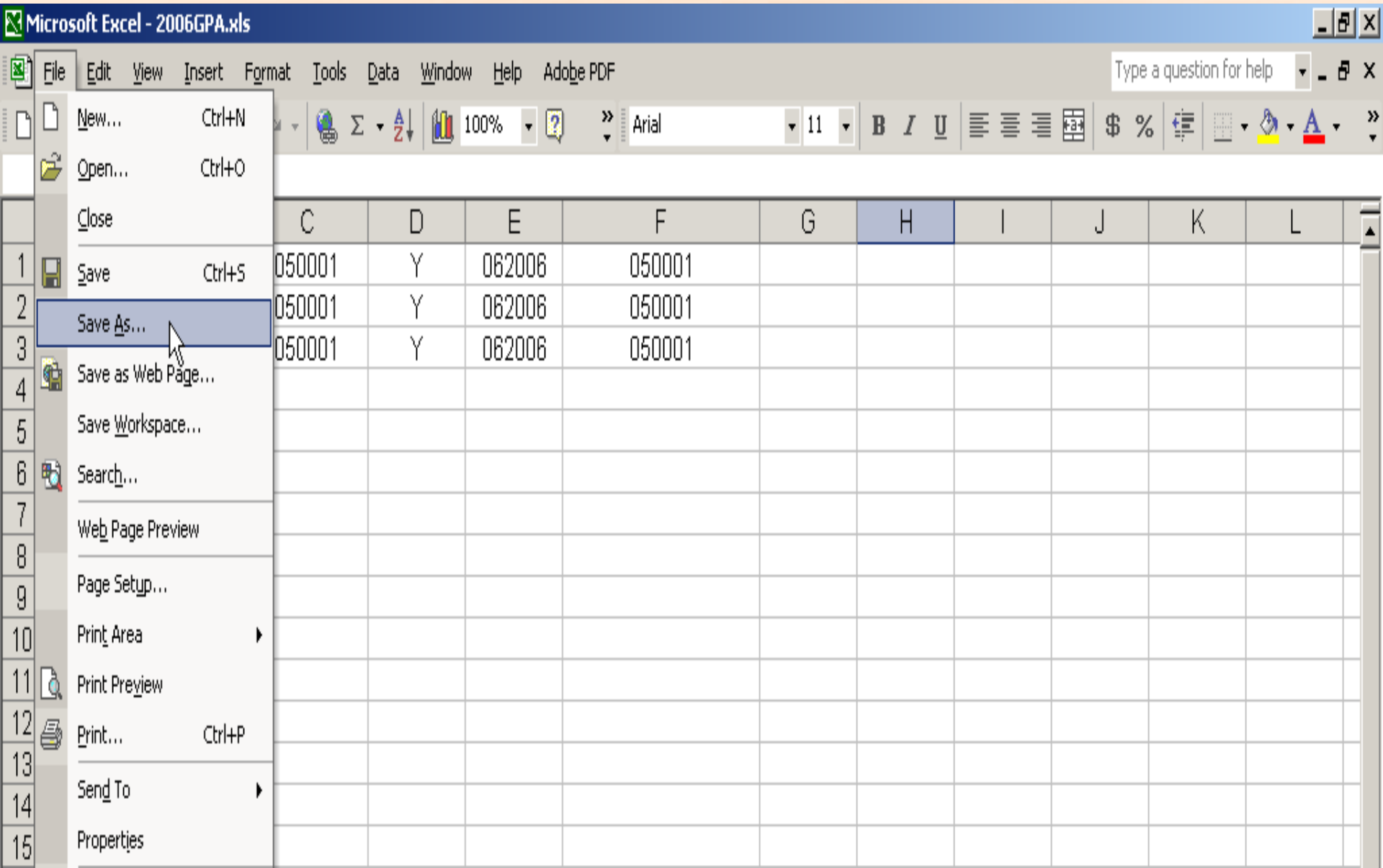
RIGHT CLICK to delete the blank row. You would also delete any extra blank columns too (this is a common reason why data files don't upload correctly).



# Ready to save as text

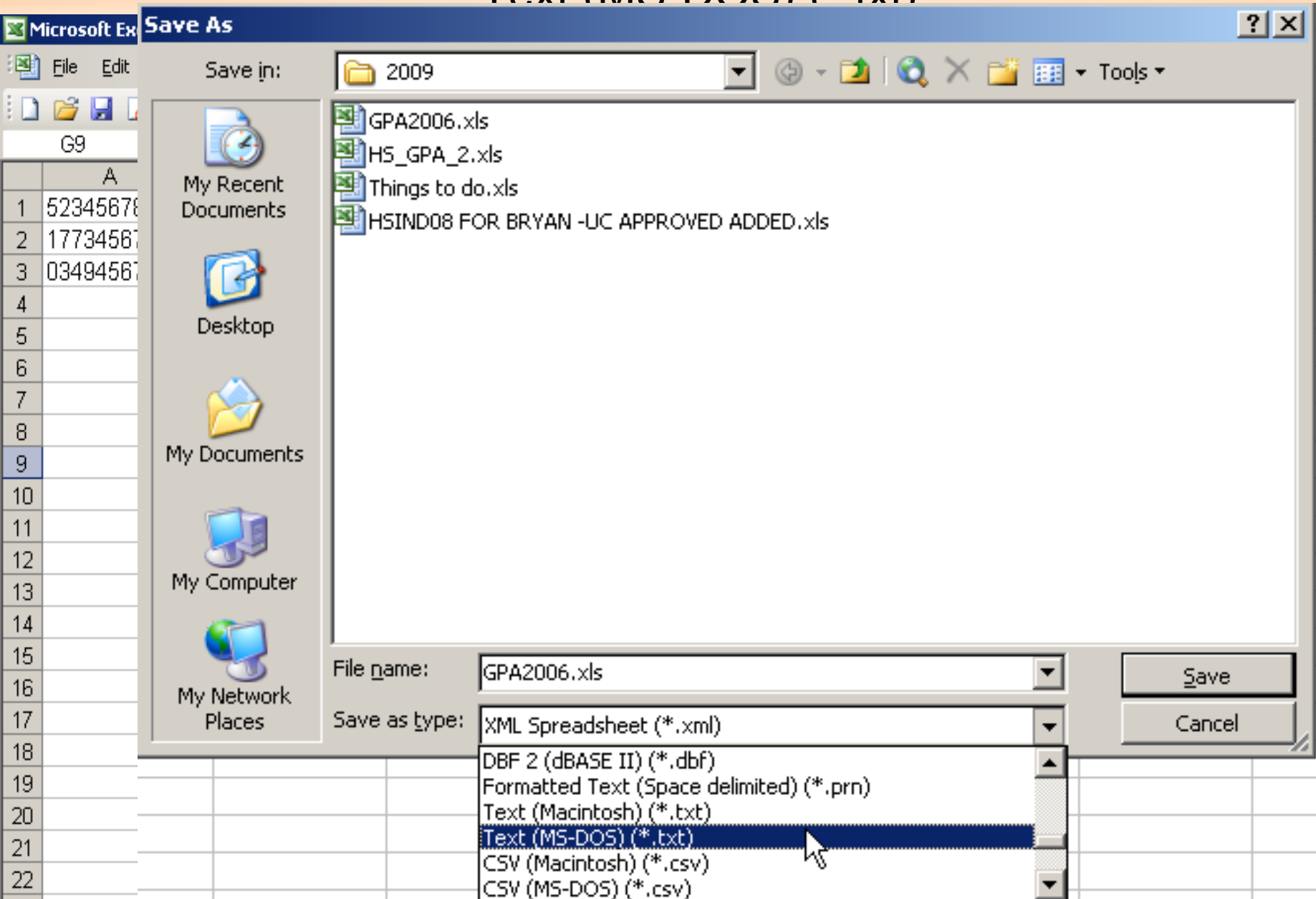


Once you have ensured that all the GPA records are correct, save the file to your desktop as a text file (.txt)



# Saving an Excel Spreadsheet as a text file (.txt)

Text (MS-DOS) (\*.txt)



You will get two alert messages, just click OK or Yes for both of them.

Microsoft Excel - 2006GPA.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial 11 B I U

N1 fx

	A	B	C	D	E	F	G	H	I	J	K	L
1	523456783	400	050001	Y	062006	050001						
2	177345672	321	050001	Y	062006	050001						
3	034945671	297	050001	Y	062006	050001						
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

You will get two alert messages, just click OK or Yes for both of them.

Microsoft Excel - 2006GPA.txt

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial 11 B I U

L31 fx

	A	B	C	D	E	F	G	H	I	J	K	L
1	123456783	400	050001	Y	062006	050001						
2	122345672	321	050001	Y	062006	050001						
3	123345671	297	050001	Y	062006	050001						
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Microsoft Excel

2006GPA.txt may contain features that are not compatible with Text (MS-DOS). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

## California Student Aid Commission (Instance = SAPRD)

[Home](#) [Tools](#) [Help](#) [Sign Out](#)

## WebGrants System

[Enrollment](#)[GPA](#)[Student Info](#)[School Info](#)[Table Edit](#)[Roster/Reconciliation](#)[Data Transfer](#)[Chafee Grant](#)[User Administration](#)[Accounting](#)

The Commission is now accepting GPAs for the 2009-10 award year. The deadline for submission is March 2, 2009. Please contact School Support at (888) 294-0153 if you require assistance.

## GPA

- ◆ [Upload GPAs](#)
- ◆ [File Upload Status](#)
- ◆ [Add GPAs](#)
- ◆ [Change/View GPAs](#)
- ◆ [Add Test Scores](#)
- ◆ [View/Change Test Scores](#)
- ◆ [High School Graduate Verification](#)



Under the GPA – Upload GPA's screen, the .txt file you just saved to your desktop is the one you upload. Click on Browse to find the file on your desktop.

GPA File Upload Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://webgrants.csac.ca.gov/GPA/FileUpload.aspx?mode=addnewrecords&id=201 www.cccconfer.org

Most Visited CSAC Printers California Student Aid ...

California Student Aid Commission (Instance = SAPRD)  
WebGrants System

Enrollment GPA Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant

GPA Upload GPAs File Upload Status Add GPAs Change/View GPAs Add Test Scores View/Change Test Scores High School Graduate Verification

**Step 1 of 3: Select a file to upload by following the instructions below.**

### Upload GPAs

- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Select the GPA type (if necessary) all boxes checked will apply to all records on the upload
- Click the **Begin Upload** button to start this operation

GPA File:  Browse...

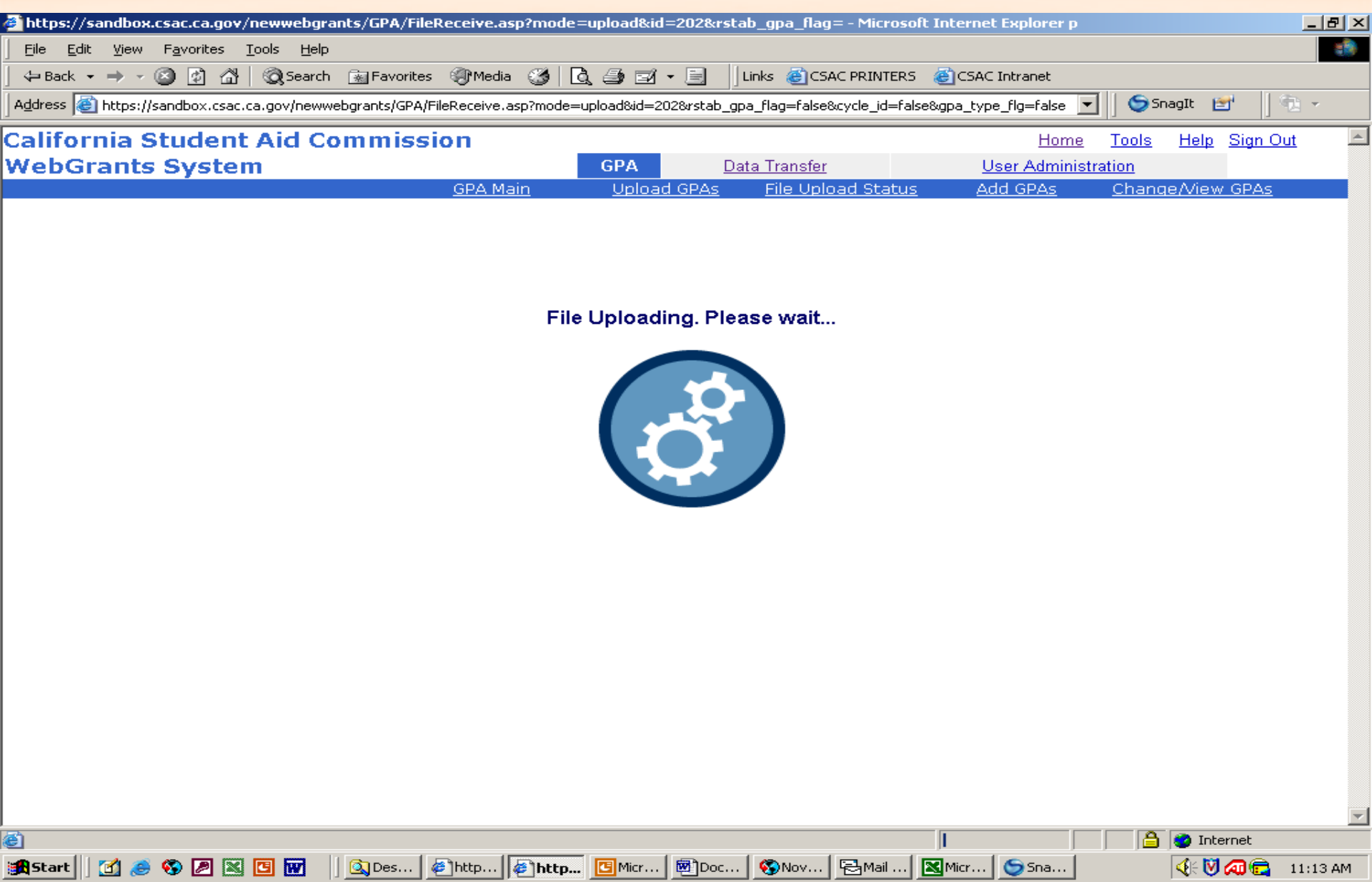
Academic Year: 2008-2009 ▼

GPA Type: ☐ Re-established ☐ September GPAs ☐ Community College GPAs

Begin Upload



# This is the screen you'll get during the upload.



This is the upload status screen you get after the upload. This screen tells you if any of the records had errors and need to be fixed and uploaded again.

The screenshot shows a web browser window with the URL [https://sandbox.csac.ca.gov/newwebgrants/GPA/FileReceive.asp?mode=upload&id=202&rstab\\_gpa\\_flag=](https://sandbox.csac.ca.gov/newwebgrants/GPA/FileReceive.asp?mode=upload&id=202&rstab_gpa_flag=). The page title is "California Student Aid Commission WebGrants System". The navigation bar includes links for "Home", "Tools", "Help", and "Sign Out". The main content area displays "Step 2 of 3: Review Pending Records" and "GPA File Upload Status".

**Step 2 of 3: Review Pending Records**

**GPA File Upload Status**

## THIS IS NOT THE FINAL SCREEN!

Once valid GPA records are submitted, the invalid data is irretrievable.

[View Invalid Records](#)  
[Print Invalid Records](#)  
[Download Invalid Records](#)

File Name	2006gpa.txt
File Size	114
File Type	text/plain
Total Records	3
Valid Records	0
Invalid Records	3
Deleted Records	0

### Step 3 of 3: Submit Records to CSAC

- There are no valid records to submit. Please correct the invalid records and resubmit the file.

## California Student Aid Commission WebGrants System

[Home](#) [Tools](#) [Help](#) [Sign Out](#)

[GPA](#) [Data Transfer](#) [User Administration](#)

[GPA Main](#) [Upload GPAs](#) [File Upload Status](#) [Add GPAs](#) [Change/View GPAs](#)

### View Invalid GPA Records

You have three options for handling Invalid GPA Records:

- ▶ Correct the original file on your PC and start the upload process again.
- ▶ Return to the File Upload Status screen and download the file of invalid records to your PC for correction.
- ▶ Click on **Add GPA** in the blue bar above and add the corrections manually.

For options 2 and 3 above, remember to complete the upload of the valid records by selecting the **Submit Records** button located on the File Upload Status screen.

[Print Invalid GPA Records](#)

[Return to File Upload Status](#)

**Search Invalid GPAs:**

 =  **GO!**

**Total Records Retrieved:3**

**View Records**

**Click on header title to sort by the corresponding field**

Rec No	SSN ▲	GPA	School Code	HS GPA Flag	Grad Date	Spring School Code	GPA Type	Reject Reason
--------	-------	-----	-------------	-------------	-----------	--------------------	----------	---------------

1	122345672	321	050001	Y	062006	050001		Invalid School Code School Not Accredited
2	123345671	297	050001	Y	062006	050001		Invalid School Code School Not Accredited
3	123456783	400	050001	Y	062006	050001		Invalid School Code School Not Accredited

[Print Invalid GPA Records](#)

[Return to File Upload Status](#)

Once you have corrected the GPA records that had errors and re-uploaded the file, you should get a confirmation that there were zero invalid records!

https://sandbox.csac.ca.gov/newwebgrants/GPA/FileReceive.asp?mode=upload&id=202&rstab\_gpa\_flag= - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Links CSAC PRINTERS CSAC Intranet

Address https://sandbox.csac.ca.gov/newwebgrants/GPA/FileReceive.asp?mode=upload&id=202&rstab\_gpa\_flag=false&cycle\_id=false&gpa\_type\_flg=false

California Student Aid Commission WebGrants System

Home Tools Help Sign Out

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GPA Main Upload GPAs File Upload Status Add GPAs Change/View GPAs

**Step 2 of 3: Review Pending Records**

**GPA File Upload Status**

**THIS IS NOT THE FINAL SCREEN EITHER!**

[View Valid Records](#)

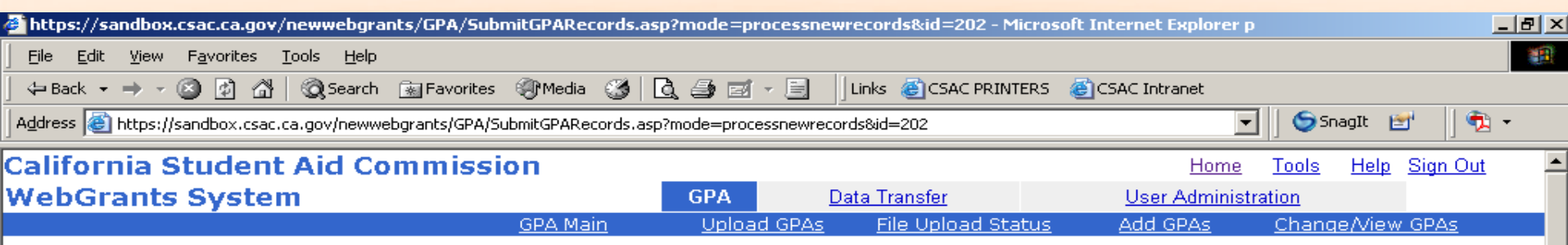
File Size	114
File Type	text/plain
Total Records	3
Valid Records	3
Invalid Records	0
Deleted Records	0

**Step 3 of 3: Submit Records to CSAC**

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

**Submit Records**

# This is the screen you will get when you have successfully uploaded your GPA file (print it out!)



## THIS IS THE FINAL SCREEN!

### GPA File Successfully Submitted to CSAC

Congratulations. Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records **before** proceeding, and maintain the report as proof of submission. The report will not be available once you exit this screen.

### Summary of GPA Records

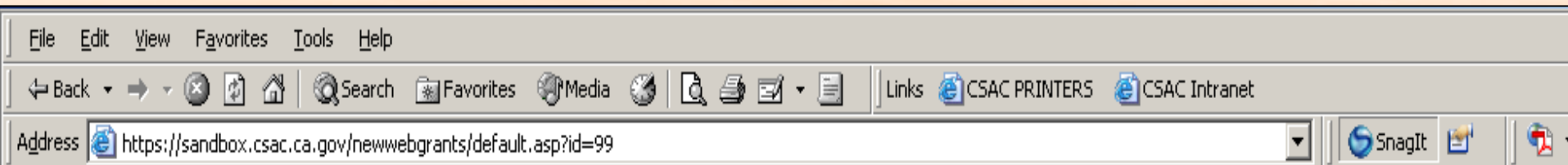
File Name	2006gpa.txt
File Size	114
File Type	text/plain
Date Created	2/12/2006 11:25:10 AM
Total Records Submitted	3

[Print Submitted Records](#)

[Return to Upload GPA Screen](#)

# WEBGRANTS REPORTS

# To view WebGrants Reports – Click on Data Transfer



## California Student Aid Commission WebGrants System

[Home](#) [Tools](#) [Help](#) [Sign Out](#)

[GPA](#)

[Data Transfer](#)

[User Administration](#)



**Welcome! HSMaster  
To the WebGrants System**

Please contact your School's System Administrator if you need access to additional screens.

### Options

✦ [GPA](#)

✦ [Data Transfer](#)

### Account Information

✦ [View Your Account Details](#)

✦ [Help With Your Account](#)



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# Select Report Download

https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Data\_Transfer\_Main.asp?id=7 - Microsoft Internet Explorer provided by CSA

File Edit View Favorites Tools Help

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Address https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Data\_Transfer\_Main.asp?id=7

SnagIt

California Student Aid Commission  
WebGrants System

Home Tools Help Sign Out


GPA Data Transfer User Administration

Data Transfer Main Report Download

**Data Transfer**

Report Download

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Your school ID will auto-populate, then use the drop-down menu in the Reports field to select GPA Summary report. Then click GO!

https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Report\_Download.asp?id=702&mode=new - Microsoft Internet Explorer provide

File Edit View Favorites Tools Help

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Address https://sandbox.csac.ca.gov/newwebgrants/DataTransfer/Report\_Download.asp?id=702&mode=new

California Student Aid Commission  
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Home Tools Help Sign Out

GPA Data Transfer User Administration

Data Transfer Main Report Download

### Report Download

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.

School ID =

Acad Year = 2006-2007


Month = All

Report = All

Media Type = All

GO!

---

 VERIFY

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Note the Report Date; this is the day that we last ran a batch cycle so every GPA that was uploaded through this date will be on the report. Click on Retrieve File.

https://webgrants.csac.ca.gov/DataTransfer/Report\_Download.asp?id=702&mode=retrieve - Microsoft Internet Explorer provided by C

File Edit View Favorites Tools Help

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Address https://webgrants.csac.ca.gov/DataTransfer/Report\_Download.asp?id=702&mode=retrieve

SnagIt

**California Student Aid Commission (Instance = saprd)** Home Tools Help Sign Out

**WebGrants System** Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant

Data Transfer Main File Upload Report Download SSN/ID Main

### Report Download for CSU SACRAMENTO

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID = Acad Year = 2006-2007 Month = All

Report = GPA Summary Media Type = All GO!

Report Date	Description	Media Type	Month	
09-FEB-06	GPA Summary	Report	FEB	Retrieve File



Click on Display/Download link to view the report. To save or print the report, RIGHT CLICK on this link and select Save Target As to save it to your desktop as a text file.

The screenshot shows a web browser window displaying the California Student Aid Commission (CSAC) WebGrants System. The browser's address bar shows the URL: [https://webgrants.csac.ca.gov/DataTransfer/Report\\_Download.asp?id=702&mode=retrieve](https://webgrants.csac.ca.gov/DataTransfer/Report_Download.asp?id=702&mode=retrieve). The page title is "California Student Aid Commission (Instance = saprd) WebGrants System". The main navigation bar includes links for Enrollment, GPA, Student Info, School Info, Roster/Reconciliation, Data Transfer, Main, File, Upload, Report, Download, SSN/ID, and Main. The left sidebar contains a "Report Download" section with two bullet points: "All data columns" and "To compare two". Below this is a "School ID" field with the value "00115000" and a "Report Date" field with the value "09-FEB-06". The main content area features a "Display/Download" link. A yellow callout box with a pointer to the link contains the following instructions:

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.

The footer of the page includes a VeriSign Secured logo, a Privacy Policy link, a Copyright notice for 2000-2006, the California Student Aid Commission name, and a Contact Us link.

# CSAC GPA Videos on Teacher Tube

- Access CSAC GPA videos on Teacher Tube
- Go to [www.teachertube.com](http://www.teachertube.com)
- Hit the “Videos” tab.
- In the “search videos” field enter “CaStudentAid”
- Please note the search function is case sensitive.

This concludes the **2009 Electronic GPA Submission Training!**

QUESTIONS?

PLEASE EMAIL US AT:

**SCHOOLSUPPORT@CSAC.CA.GOV**